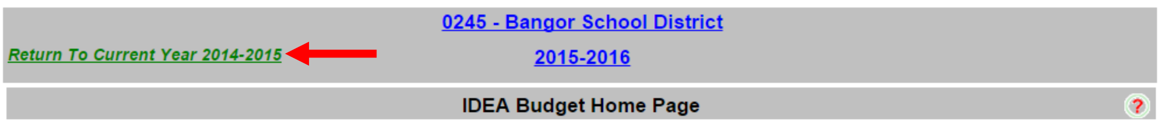
FY 2015-16 IDEA Budget Tips & Reminders

1. **<u>Assurances</u>**: Due July 1, 2015. Assurances for the fiscal year 2015-16 IDEA entitlement funds must be signed electronically by an individual authorized by the LEA to accept IDEA funds on the LEA's behalf. A role, "District Authorizer" exists within the Special Education web portal and has been assigned to the District Administrator on record. For additional information on signing and submitting IDEA assurances, please see http://sped.dpi.wi.gov/sped_lpp-assurances

2. **<u>Due Date</u>**: The due date for the flow-through and preschool budget submissions is Wednesday, July 1, 2015. As a reminder, there is <u>no</u> requirement to have the LEA's entire allocation budgeted prior to submission (not even a percentage). The only LEAs that are required to have any amount of budget completed prior to submission are LEAs that have been identified as having significant disproportionality and must budget 15% of their allocation for coordinated early intervening services (CEIS).

3. **<u>Switching Fiscal Years</u>**: When a user logs into the IDEA entitlement budgets, the FY 2015-16 budgets will appear. To return to FY 2014-15 for budget amendment and claiming purposes, click on the hyperlinked words "Go To Prior Year 2014-2015" at the top of the page.



4. **<u>Budget Activation</u>**: FY 2015-16 budgets need to be activated by the district. Until this activation takes place, the LEA can see their budgets but do not have buttons available to add any entries. Activating a budget is very simple. When a user logs into the special education web portal and selects the hyperlink to the Flow-through and Preschool Entitlement Budgets, the user is taken directly to the "Add District to List of Participating Agencies" page for fiscal year 2015-1. Once the LEA is added, the user is taken directly to the contacts page (see #5). If you are a Third Party Grant Administrator, first add your own agency and then contact information. Return to the Budget Menu and click on the "Modify List of Participating Agencies" and add the next LEA in the consortium. Add contacts for the LEA (the business office contact should be an employee of the LEA) and then repeat these steps for the remaining consortium LEAs.

5. **<u>Adding Budget / Claim Contacts</u>**: Each LEA must provide **<u>both</u>** a budget contact and a business office contact. The person listed as the budget contact will be the individual contacted by DPI regarding questions specific to the budget application. The person listed as the business office contact will be the individual whose name appears on the claim form. The LEA can add additional contacts if desired. All of the contacts are defaulted to receiving generated e-mails regarding approval of budgets and claims. If a contact doesn't wish to receive this correspondence, simply check the box for "CC Budget Correspondence" clear. If the contact person also wishes to receive the IDEA fiscal listserv messages, check the box for this option.

   Short tutorial on adding contacts: http://screencast.com/t/tMfnOUTPV (example is from FY 2012-13, but the process is the same)

6. **<u>Carry Over</u>**: Final carry over amounts are not added into the software until October. However, users can enter their own estimated carry over amounts into the budget software for budgeting purposes (the estimated carry over amount is added to the allocation). Carry over amounts can be accessed through the "Maintain Budget Funding Amounts" hyperlink on the Budget Main Menu. Reminder: All unspent funds from the prior year are carried over into the new year. There is no 25% cap or waiver requirement. For more information please see http://sped.dpi.wi.gov/files/sped/pdf/idea-carryover.pdf

Document Location: www.dpi.wi.gov/sped/pdf/fy16-budget-tips.pdf